
CLERK TO THE BOARD

MISSION

To provide an official, historical record for present and future generations; to provide the Commissioners a guided focus and direction through agendas; and to provide citizen participation and involvement in County Government.

PROGRAM DESCRIPTION

The Durham County Clerk serves primarily as Board secretary by preparing, maintaining, researching and transmitting minutes of official Board proceedings. The Clerk also maintains the ordinance book (and other documents required by the North Carolina General Statutes) and assists Board members with correspondence, travel arrangements and information requests.

The Clerk's office is open to the public on normal business hours (8:30 a.m. to 5:00 p.m.) five days a week. The office is located in the Durham County Government Administrative Complex. The public may request and receive information from this office.

2002-03 ACCOMPLISHMENTS

- Coordinated agenda preparation and delivered agendas to BOCC members. Agendas are now placed on the Internet.
- Recorded motions, actions and comments of agendas during regular meetings.
- Prepared draft minutes for BOCC meetings, City/County Committee meetings, and BOCC meetings with the City Council, School Board and Library Board.
- Monitored board and commission appointment procedures.
- Codified County ordinances.
- Maintained minute and ordinance books.
- Kept calendar of all meetings in Commissioners' chambers and conference room.

2003-04 OBJECTIVES

- Coordinate agenda preparation and delivery on Wednesdays by 1:00 p.m.
- Place all agendas on the Internet.
- Record motions, actions, and comments on agendas and place them on the Internet after regular meetings.
- Write draft minutes for BOCC meetings, City/County Committee meetings, and BOCC

meetings with the City Council, School Board and Library Board.

- Monitor board and commission appointment procedures.
- Codify Durham County ordinances.
- Maintain minute and ordinance books.
- Keep the calendar of Commissioner meetings held in the Commissioners' chambers and conference room.

2003-04 Highlights/Significant Changes

- The Chairman of the Board now attends agenda meetings in person or by conference call.
- The Clerk's office is now responsible for preparing the City/County Committee agendas and joint BOCC/School Board agendas.
- A detailed list of agenda items is prepared for each agenda meeting. Notations are made if supporting data is needed.
- The County Manager and Deputy County Managers receive all agenda items and send (via e-mail) approved items to the Clerk's office to be placed on the agenda.
- The Clerk's office has been given additional responsibility to proofread, reformat and edit agenda action forms submitted by other departments.